

CITY OF BURBANK

UTILITY FACILITIES SUPERVISOR

DEFINITION

Under general direction, to be responsible for the supervision of the maintenance and operations of utility facilities, structures, and grounds; and perform related work as required.

ESSENTIAL FUNCTIONS

Assigns, directs, performs, and assists highly-skilled maintenance work involving the repair of utility facilities, structures, and grounds; inspects equipment, tools, and facilities and takes appropriate action correcting defects when found; responds to complaints and concerns; complies with and directs personnel to comply with and conform to applicable City policies and procedures, and local, state, and federal laws; schedules daily work and larger utility equipment replacement and maintenance projects; coordinates projects with outside contractors; prepares reports and documents repairs; maintains repair history files and plans; verifies completion of maintenance duties; performs repairs and works in power plants, energized electrical stations, water reservoirs, and pumping plants; performs maintenance and repairs of reservoir roofs via boat; fabricates concrete components for related utility projects such as streetlight footings; performs concrete coring and concrete repairs in energized electric/water/fiber vaults; works in high security areas including power control rooms and electric control centers; enforces safety protocols and operating standards; reviews and reconciles accounts payable; participates in the development of specifications for maintenance contracts and work bids; reviews background, experience, and quality assessments of potential contractors; conducts job walks and briefings; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles, procedures, and practices involved in the installation, maintenance, repair, and operation of a variety of infrastructure, equipment, and networks common to utility facilities, structures, buildings, and grounds; Heating Ventilation Air Conditioning (HVAC) systems; energized electrical stations; physical security equipment; lead and asbestos abatement protocols; boiler safety orders; California Occupational Safety and Health Act rules and regulations; principles and practices of supervision, training, and performance evaluations; principles and practices of customer service; modern office procedures.
- Skill in - operating power and hand tools; operating applicable heavy equipment such as loaders, compactors, backhoes, lift trucks, and rough terrain forklifts.

- Ability to - train, supervise, and evaluate personnel; inspect facilities for maintenance and repair needs; identify and remedy safety and health hazards; operate power and hand tools; operate applicable heavy equipment; follow written and verbal instructions; establish and maintain effective working relationships with supervisors, fellow employees, and the public; accurately evaluate repair conditions and enforce immediate corrective action; make accurate observations; maintain records; train others in occupational hazards and safety precautions; keep work areas clean and organized; work nights and weekends as needed.

Education/Training: Graduation from high school, technical school, or equivalent, and five years of increasingly responsible experience in the building trades, of which two years have been in a lead capacity. NOTE: An Associates in Science degree in Construction Maintenance Technology or another applicable field, and three years' utility maintenance experience may be substituted for the required education and training.

Special Conditions & Requirements: Employees in this classification, who are required by applicable laws and regulations to have respiratory protection, shall comply with and conform to the American National Standards Institute's requirements on Practices for Respiratory Protection. In addition, employees in this classification are sometimes required to work near energized high-voltage electrical equipment and must comply with all safety orders and procedures in place when dealing with such work; ability to lift 50 lbs. routinely (daily or more frequently); ability to work at heights in excess of 150' and in confined spaces; COLOR VISION: Keen Color Perception.

Licenses & Certificates: A valid California Class "C" driver's license or equivalent and an aerial equipment operator's license from an authorized provider, as determined by the Management Services Department, at time of appointment. All required licenses must be maintained throughout employment in this classification.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: A valid California Class "A" driver's license or equivalent.